

September 20, 2022

Clarke County Board of Supervisors  
Regular Meeting  
Main Meeting Room

1:00 pm

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia, conducted on Tuesday, September 20, 2022, at 1:00 pm.

Board Members Present:

(Afternoon Session)

- Matthew E. Bass - Berryville District
- Terri T. Catlett - Millwood / Pine Grove District
- Doug Lawrence - Russell District
- Bev B. McKay - White Post District

(Evening Session)

- Matthew E. Bass - Berryville District
- Terri T. Catlett - Millwood / Pine Grove District
- Bev B. McKay - White Post District

Board Members Participating Remotely via Telephone:

(Evening Session)

- Doug Lawrence - Russell District, from his vehicle while traveling

Board Members Absent:

(Afternoon and Evening Sessions)

- David S. Weiss - Buckmarsh / Blue Ridge District

County Staff Present:

(Afternoon Session) Chris Boies, Brenda Bennett, Cathy Kuehner, Catherine Marsten, Wayne Whetsell, Don Jackson

(Evening Session) Chris Boies, Cathy Kuehner, Brandon Stidham, Jeremy Camp

Constitutional / State Offices / Other Agencies:

(Afternoon Session) Brian Rosenberry, Wayne Tapscott, Barbara Bosserman

Press:

(Afternoon and Evening Sessions) Mickey Powell – The Winchester Star

Others Present:

(Afternoon Session) Mike Elwell, Greg Gutmeir, Michelle Worthing, Mary Ivie, Peggy Duvall, Jeff Hinson, various other citizens

(Evening Session) David Winsatt, Frank Lee, Ryan Tibbens, Mary Ivie, various other citizens

1) *Call to Order*

Vice-Chair Catlett called the meeting to order at 1:00 pm.

The Board offered condolences to the families of Douglas Kruhm, who passed away September 11, and James E. Poe, who passed away September 14.

A moment of silence was held to honor the memories of Douglas Kruhm and James E. Poe and their lasting contributions to the community.

2) *Adoption of Agenda*

- Chris Boies proposed to remove Consent Agenda Item #2, 2022-15R, upon request from the Northwestern Community Services Board.

**Supervisor McKay moved to adopt the agenda as amended. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

3) *Citizen’s Comment Period*

Peggy Duvall

I live on Cunningham Lane in Millwood. I am a new resident of Millwood, but I have been working in Clarke County for thirty years and have been a county taxpayer for twenty and have been a resident for fifteen.

I am here to express concerns, as some of our other residents expressed last month, about the speeding. I understand that the traffic is what it is and is not something we can do anything about. But the speeding – I feel like we need to get ahead of the game before somebody is severely hurt.

I am not unaware of the evolution that has transpired in Millwood over the years. Thirty years ago, I was shepherding kids to Pony Club and riding lessons and to

jobsites. I had a business in Millwood for a number of years, so I've watched the evolution over time.

It has become untenable. There is increased volume at Locke Store and increased volume in Millwood. Just as I am a new resident, there have been more since I have been there. With the activity down at the Mill, basically Millwood is a parking lot at certain peak times of the day.

Driving 25 miles per hour—and usually it is more than that—through a parking lot means that someone is going to get badly hurt. When I was at the gallery, I watched children darting in and out between cars, very close calls there. I have seen bicyclists knocked over and I have seen cars nearly hit.

So it has all been close calls to this point and we do not want somebody to get badly hurt. Since I have been a resident of Millwood, I have tried to walk to the church. I have tried to walk to the post office. I have tried to walk to Carter Hall, which has opened their doors to the community for walking and recreation. But just getting there is really difficult. In my personal location on Cunningham Lane, which has a whole other stack of problems, but just getting out of there and watching the traffic that is coming, it is a blind spot coming from both directions. Everybody is speeding coming both directions. They are coming over the top of a hill and, all of a sudden, they are realizing they are coming into a village because they have not paid attention to the myriad of signs on their way. The speed limit is back and forth all up and down the road, so that needs to be cleaned up. We need some kind of an alert to say, "Something is coming down here", so that people start slowing when they crest that hill coming into the village. They are also accelerating when they are coming up, so it is a double-whammy trying to get out of our lane.

I have a son who is a distance runner. When we lived in White Post, he would just walk out the door and go running and it was not a big deal – there is not much traffic down there. But coming out of Millwood, he is trying to get out to Clay Hill or somewhere and, two weeks ago, he was run off the road down by Snow's Mill. It is a real issue and there are things we can put in place that do not cost a ton of money to start calming things down. Number one is cleaning up the signs, making sure that they are accurately placed and that there is more consistency in the speed, and that there is an alert when coming into town. Whether that be a rumble strip or a flashing light that says, "There are pedestrians here, it is congested here", or a raised sidewalk in front of Locke Store would be great. A stop sign by the post office would be great, just trying to get people coming from Powhatan way to slow down when they hit the village.

I do not want to wait until something bad happens before we address the situation.

Supervisor McKay

- Advised that Cunningham Lane is a private lane and does not belong to the county or the state.

- Opined that there are signs up everywhere that no one pays any attention to, they are not well placed and there are too many of them.

Vice-Chair Catlett

- Thanked Ms. Duvall for providing public comment.

4) *VDOT Update*

Wayne Tapscott advised that Ed Carter and Matt Smith were unable to attend the meeting and provided the following update on VDOT maintenance activities for the month of August:

- Continued mowing operations on secondary routes
- Completed asphalt patching on Routes 639, 641, 610, & 632 for FY2023 Paving/Surface Treatment Schedule
- Started patching Route 608 for the FY2023 Surface Treatment Schedule
- Storm debris cleanup on various routes
- Started non-hard surface grading
- Pothole repair on various routes
- Dead animal removal
- Clean up from several flooding events

VDOT plans for September include:

- Complete secondary mowing operations
- Complete ditching operations on Routes 608, 612, & 340
- Start primary mowing fence-to-fence on October 17
- Complete patching on Route 608
- Complete full grading cycle on non-hard surface routes

Vice-Chair Catlett

- Inquired what the traffic engineering review on Routes 255 & 723 in Millwood would include.
  - Wayne Tapscott responded that Ed Carter or Matt Smith will provide more information when they return.

Supervisor Lawrence

- Asked if Crums Church Road would be paved from Longmarsh to Old Charles Town Road next year.
  - Wayne Tapscott replied yes, VDOT was unable to pave the entire road at one time and it will be completed next season.
- Further questioned if the smaller pipes on Old Charles Town Road from the bridge to the state line would be replaced when the road is re-paved.
  - Wayne Tapscott advised that VDOT just completed a full inventory of all pipes in the county.

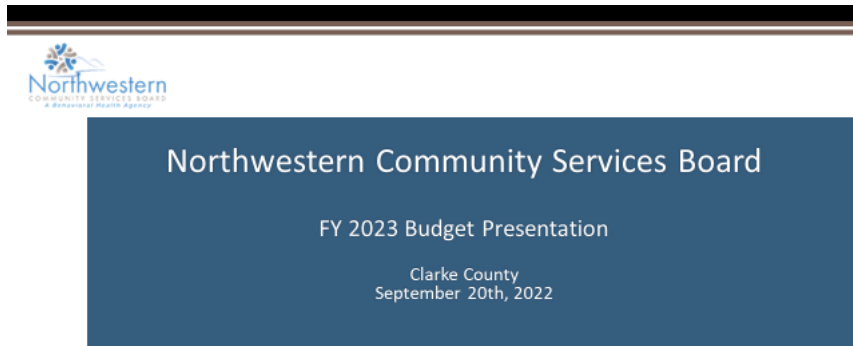
Vice-Chair Catlett



- Thanked VDOT for grading Morgan’s Mill Road. While more is needed, what they have already done has made a difference.
- Advised that the Board is eager to meet with Mr. Carter regarding the traffic engineering study in Millwood.

5) *Northwestern Community Services Board Update*

Mike Elwell, Chief Executive Officer and Executive Director of Northwestern Community Services, presented the following:



Agenda

- About Northwestern CSB
- Services
- Service Growth
- Financials





Northwestern CSB

- Established in 1974
- Serves Clarke, Frederick, Page, Shenandoah, Warren Counties and City of Winchester
- Approximately 250 employees
- Approximately \$22 million budget
- 5 Clinics
- 1,600 square mile catchment area with 227,880 residents
- Serves approx. 7,300 clients annually

- NWCSB is approaching their fiftieth anniversary serving Clarke County
- A clinic was recently established on Main Street in Berryville.

Services



- 24 Hour Emergency/Crisis Intervention and hospital prescreening
- Referral for Alcohol and Drug Residential Treatment and Detox Services
- Psychiatric Medication Management (Physicians, Nurse Practitioners, and Nurses)
- Family Therapy, Intensive In-home Therapy, Case Management for children, adolescents and families, Parent/Child Intensive Therapy
- Specialized Case Management for children from three to seven years
- Case Management and home-based Mental Health Supports for adults with serious mental illness and substance use disorders
- Residential housing and transitional apartments for adults with serious mental illness
- Clubhouse model psychosocial program for adults with serious mental illness (Sunshine House in New Market and Our Family in Front Royal) – Van transportation services also available
- Case Management for individuals with intellectual disabilities or developmental disabilities and in-home services for adults with developmental disabilities
- DD Waiver Screenings for individuals with an Intellectual Disability or Developmental Disability
- Prevention and Early Intervention Programs to provide education on issues related to mental illness, substance use and developmental and intellectual disabilities
- Program for Assertive Community Treatment (PACT)
- Substance Use Services including Women's and Men's groups
- Same Day Access for intakes and recommendations for services
- Office Based Opioid Treatment – Medication Assisted Treatment Services
- Resource Center for Peers
- Community Diversion and Mobile Crisis

- The major and most important thing is serving people in crisis. NWCSB is responsible for providing crisis services 24/7/365.
- When a person in a mental health crisis arrives at a local hospital, the NWCSB crisis team has to respond within two hours. The team will do an emergency custody order and perform an evaluation to determine if it is necessary to appear before the magistrate and request a temporary detention order.
- 25-30% of emergency custody orders end up with temporary detention orders.
- NWCS operates two psychosocial rehab programs: Our Family in Warren County and Sunshine House in Shenandoah County.
- Same Day Access allows residents of Clarke County to go to the clinic on a certain day to be assessed and referred to a provider quickly.
- NWCS has previously been able to provide mobile crisis services, but is having staffing difficulties.

Greg Gutmeir, Chief Financial Officer of Northwestern Community Services, presented the following:

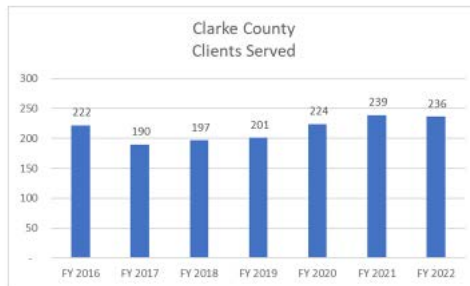


Total Agency Service Growth

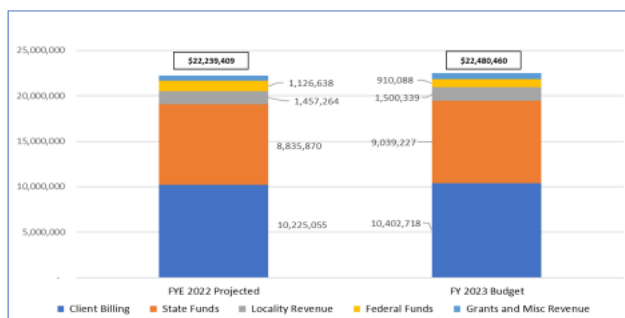
	2015	2022	%
	Clients	Clients	Change
Mental Health	4,449	6,056	36%
Intellectual Developmental Disabilities	575	615	7%
Substance Use Disorder	362	701	94%
<b>Total</b>	<b>5,386</b>	<b>7,372</b>	<b>37%</b>



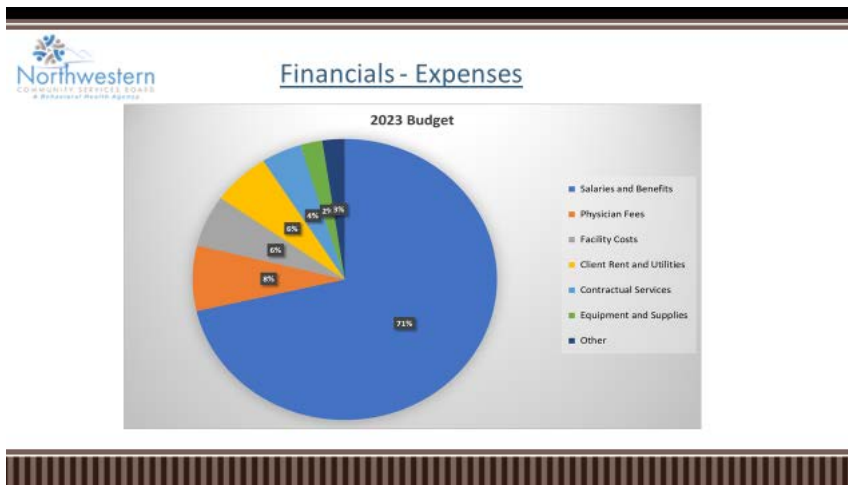
Service Growth



Financials - Revenue



- Of client billing, about 78% is Medicaid and about 12% is self-pay or uninsured.
- Of the \$1.5 million in local funding, about \$101,000 is from Clarke County.
- Grant funds for Opiate Response was lost from 2022 to 2023.



- A 5% cost-of-living increase for all salary employees is planned to help employee retention, which will help to serve more clients.

Vice-Chair Catlett

- Asked what the biggest success and biggest challenge have been with the clinic on Main Street.
  - Mike Elwell replied that competing with private companies to recruit licensed professional counselors is a big challenge, as is finding lower-level employees such as maintenance workers and drivers. The success is that the clinic is open and serving clients; residents can walk in and get evaluated. However, that too is challenging, as people now prefer virtual options.

Supervisor McKay

- Questioned if it was normal for 71% of the expense budget to be salaries and benefits.
  - Mike Elwell responded that 71% is below normal. Psychiatrists are expensive personnel; some are paid under contracts instead of as employees.

Supervisor Lawrence

- Queried how many state hospitals there are in Virginia.
  - Mike Elwell answered that there are seven. NWCS uses Western State and Commonwealth for Children, both of which are in Staunton and are experiencing major bed problems. It is not uncommon for patients to be held in Emergency Departments for upwards of five days while waiting for a bed.
- Further asked, and Mike Elwell confirmed, if law enforcement officers have to stay with patients during that time.

Supervisor Bass

- Advised that ECO/TDO bed shortages in state facilities was addressed in a consensus letter a few years ago and asked if there was an end in sight.

- Mike Elwell opined he does not think so, as the system is not locally run. The best solution would be to have a local in-patient receiving facility to serve the entire area.

6) *Approval of Minutes*

**Supervisor Lawrence moved to approve the minutes of the August 16, 2022 Regular Meeting as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

8) *Consent Agenda*

- Northwestern Community Services Board FY2023 Performance Contract
- 2022-16R Resolution of Recognition & Appreciation for Donald Jackson

**Supervisor Bass moved to adopt the consent agenda as amended. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

**FY2023 And FY2024 Community Services Performance Contract  
FY 2023 Exhibit A: Resources and Services**

**Northwestern Community Services**

**Consolidated Budget (Pages AF-3 through AF-12)**

Funding Sources	Mental Health (MH) Services	Developmental (DV) Services	Substance Use Disorder (SUD) Services	TOTAL
State Funds	6,949,610	177,847	1,740,770	8,868,227
Local Matching Funds	105,023	285,064	1,110,252	1,500,339
Total Fees	7,048,820	2,209,259	1,144,639	10,402,718
Transfer Fees In/(Out)	0	0	0	0
Federal Funds	158,475	0	732,613	891,088
Other Funds	117,064	14,146	85,083	216,293
State Retained Earnings	0	0	0	0
Federal Retained Earnings	0		0	0
Other Retained Earnings	0	0	0	0
<b>Subtotal Ongoing Funds</b>	<b>14,378,992</b>	<b>2,686,316</b>	<b>4,813,357</b>	<b>21,878,665</b>
State Funds One-Time	0	0	0	0
Federal Funds One-Time	0		0	0
<b>Subtotal One -Time Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL FUNDS</b>	<b>14,378,992</b>	<b>2,686,316</b>	<b>4,813,357</b>	<b>21,878,665</b>
<b>Cost for MH/DV/SUD Services</b>	<b>12,019,847</b>	<b>1,997,386</b>	<b>4,707,956</b>	<b>18,725,189</b>
<b>Cost for Emergency Services (AP-4)</b>				<b>2,512,640</b>
<b>Cost for Ancillary Services (AP-4)</b>				<b>640,836</b>
<b>Total Cost for Services</b>				<b>21,878,665</b>

Local Match Computation	
Total State Funds	8,868,227
Total Local Matching Funds	1,500,339
Total State and Local Funds	10,368,566
Total Local Match % (Local / Total State + Local)	14.47%

CSB Administrative Percentage	
Administrative Expenses	2,821,242
Total Cost for Services	21,878,665
Admin / Total Expenses	12.89%

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AF-1

FY2023 And FY2024 Community Services Performance Contract  
 FY2023 Exhibit A: Resources and Services  
 Mental Health (MH) Services  
 Northwestern Community Services

Funding Sources	Funds
<u>F E E S</u>	
MH Medicaid Fees	6,465,072
MH Fees: Other	583,748
Total MH Fees	<u>7,048,820</u>
MH Transfer Fees In/(Out)	0
Total Net MH Fees	<u>7,048,820</u>
<u>F E D E R A L F U N D S</u>	
MH FBG SED Child & Adolescent (93.958)	66,949
MH FBG Young Adult SMI (93.958)	0
MH FBG Crisis Services (93.958)	0
MH FBG SMI (93.958)	91,526
MH FBG Geriatrics (93.958)	0
MH FBG Peer Services (93.958)	0
Total MH FBG Adult Funds	<u>91,526</u>
MH Federal PATH (93.150)	0
MH Federal COVID Emergency Grant (93.665)	0
MH Federal State & Local Fiscal Recovery Fund (21.027)	0
MH Other Federal - DBHDS	0
MH Other Federal - COVID Support	0
MH Other Federal - CSB	0
Total MH Federal Funds	<u>158,475</u>
<u>S T A T E F U N D S</u>	
<u>Regional Funds</u>	
MH Acute Care (Fiscal Agent)	0
MH Acute Care - Transfer In/(Out)	0
Total Net MH Acute Care - Restricted	<u>0</u>
MH Regional DAP (Fiscal Agent)	0
MH Regional DAP - Transfer In/(Out)	234,746
Total Net MH Regional DAP - Restricted	<u>234,746</u>
MH Regional Residential DAP - Restricted	0
MH Crisis Stabilization (Fiscal Agent)	0
MH Crisis Stabilization - Transfer In/(Out)	0
Total Net MH Crisis Stabilization - Restricted	<u>0</u>
MH Transfers from DBHDS Facilities (Fiscal Agent)	0
MH Transfers from DBHDS Facilities - Transfer In/(Out)	0
Total Net MH Transfers from DBHDS Facilities - Restricted	<u>0</u>
MH Expanded Community Capacity (Fiscal Agent)	0
MH Expanded Community Capacity - Transfer In/(Out)	0
Total Net MH Expanded Community Capacity - Restricted	<u>0</u>
MH First Aid and Suicide Prevention (Fiscal Agent)	0
MH First Aid and Suicide Prevention - Transfer In/(Out)	0
Total Net MH First Aid and Suicide Prevention - Restricted	<u>0</u>

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AF-3

FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Mental Health (MH) Services  
Northwestern Community Services

Funding Sources	Funds
MH STEP-VA Outpatient (Fiscal Agent)	620,406
MH STEP-VA Outpatient - Transfer In/(Out)	0
Total Net MH STEP-VA Outpatient - Restricted	620,406
MH STEP-VA Crisis (Fiscal Agent)	0
MH STEP-VA Crisis - Transfer In/(Out)	0
Total Net MH STEP-VA Crisis - Restricted	0
MH STEP-VA Clinician's Crisis Dispatch (Fiscal Agent)	0
MH STEP-VA Clinician's Crisis Dispatch - Transfer In/(Out)	0
Total Net MH STEP-VA Clinician's Crisis Dispatch - Restricted	0
MH STEP-VA Peer Support (Fiscal Agent)	132,760
MH STEP-VA Peer Support - Transfer In/(Out)	0
Total Net MH STEP-VA Peer Support - Restricted	132,760
MH STEP-VA Veterans Services (Fiscal Agent)	99,269
MH STEP-VA Veterans Services - Transfer In/(Out)	0
Total Net MH STEP-VA Veterans Services - Restricted	99,269
MH Forensic Discharge Planning (Fiscal Agent)	0
MH Forensic Discharge Planning - Transfer In/(Out)	0
Total Net MH Forensic Discharge Planning - Restricted	0
MH Permanent Supportive Housing (Fiscal Agent)	984,613
MH Permanent Supportive Housing - Transfer In/(Out)	0
Total Net MH Permanent Supportive Housing - Restricted	984,613
MH CIT-Assessment Sites	162,699
MH CIT-Assessment Sites - Transfer In/(Out)	0
Total Net MH CIT-Assessment Sites - Restricted	162,699
MH Recovery (Fiscal Agent)	0
MH Other Merged Regional Funds (Fiscal Agent)	950,857
MH State Regional Deaf Services (Fiscal Agent)	0
MH Total Regional - Transfer In/(Out)	0
Total Net MH Unrestricted Regional State Funds	950,857
Total Net MH Regional State Funds	3,185,350
<u>Children State Funds</u>	
MH Child & Adolescent Services Initiative - Restricted	113,382
MH Children's Outpatient Services - Restricted	75,000
MH Juvenile Detention - Restricted	65,880
Total MH Restricted Children's Funds	254,262
MH State Children's Services	25,000
MH Demo Proj-System of Care (Child)	0
Total MH Unrestricted Children's Funds	25,000
MH Crisis Response & Child Psychiatry (Fiscal Agent)	0
MH Crisis Response & Child Psychiatry - Transfer In/(Out)	130,000
Total Net MH Crisis Response & Child Psychiatry - Restricted	130,000
Total State MH Children's Funds (Restricted for Children)	409,262

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FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Mental Health (MH) Services  
Northwestern Community Services

Funding Sources	Funds
<u>Other State Funds</u>	
MH Law Reform - Restricted	331,492
MH Pharmacy - Medication Supports - Restricted	115,000
MH Jail Diversion Services - Restricted	0
MH Rural Jail Diversion - Restricted	0
MH Docket Pilot JMHP Match - Restricted	0
MH Adult Outpatient Competency Restoration Services - Restricted	0
MH Expand Telepsychiatry Capacity - Restricted	14,000
MH PACT - Restricted	850,000
MH PACT - Forensic Enhancement - Restricted	0
MH Gero-Psychiatric Services - Restricted	0
MH STEP-VA SDA, Primary Care Screening and Ancillary Services - Restricted	572,743
MH STEP-VA Psychiatric Rehabilitation Services - Restricted	0
MH STEP-VA Care Coordination Services - Restricted	0
MH STEP-VA Case Management Services - Restricted	0
MH STEP-VA Data Systems and Clinicians Processes - Restricted	0
MH Young Adult SMI - Restricted	0
Total MH Restricted Other State Funds	<u>1,883,235</u>
MH State Funds	1,471,763
MH State NGRI Funds	0
MH Geriatrics Services	0
Total MH Unrestricted Other State Funds	<u>1,471,763</u>
Total MH Other State Funds	3,354,998
Total MH State Funds	6,949,610
<u>OTHER FUNDS</u>	
MH Other Funds	117,064
MH Federal Retained Earnings	0
MH State Retained Earnings	0
MH State Retained Earnings - Regional Programs	0
MH Other Retained Earnings	0
Total MH Other Funds	<u>117,064</u>
<u>LOCAL MATCHING FUNDS</u>	
MH Local Government Appropriations	105,023
MH Philanthropic Cash Contributions	0
MH In-Kind Contributions	0
MH Local Interest Revenue	0
Total MH Local Matching Funds	<u>105,023</u>
Total MH Funds	<u>14,378,992</u>
<u>MH ONE-TIME FUNDS</u>	
MH FBG SMI (93.958)	0
MH FBG SED Child & Adolescent (93.958)	0
MH FBG Peer Services (93.958)	0
MH FBG Young Adult SMI (93.958)	0

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FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Mental Health (MH) Services  
Northwestern Community Services

<u>Funding Sources</u>	<u>Funds</u>
MH FBG Geriatrics (93.958)	0
MH FBG Crisis Services (93.958)	0
MH One-Time State Funds	0
MH One-Time Restricted State Funds	0
Total MH One-Time Funds	0
TOTAL MH ALL FUNDS	14,378,992

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FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Developmental (DV) Services  
Northwestern Community Services

Funding Sources	Funds
<u>FEES</u>	
DV Medicaid DD Waiver Fees	0
DV Other Medicaid Fees	0
DV Medicaid ICF/IDD Fees	2,209,259
DV Fees: Other	0
Total DV Fees	<u>2,209,259</u>
DV Transfer Fees In/(Out)	0
Total Net DV Fees	<u>2,209,259</u>
<u>FEDERAL FUNDS</u>	
DV Other Federal - DBHDS	0
DV Other Federal - COVID Support	0
DV Other Federal - CSB	0
Total DV Federal Funds	<u>0</u>
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
DV Crisis Stabilization (Fiscal Agent)	0
DV Crisis Stabilization - Transfer In/(Out)	0
Total Net DV Crisis Stabilization - Restricted	<u>0</u>
DV Crisis Stabilization-Children (Fiscal Agent)	0
DV Crisis Stabilization-Children - Transfer In/(Out)	0
Total Net DV Crisis Stabilization-Children - Restricted	<u>0</u>
DV Transfers from DBHDS Facilities (Fiscal Agent)	0
DV Transfers from DBHDS Facilities - Transfer In/(Out)	0
Total Net DV Transfers from DBHDS Facilities - Restricted	<u>0</u>
Total Net DV Regional State Funds	<u>0</u>
DV Trust Fund - Restricted	0
DV Rental Subsidies - Restricted	0
DV Guardianship Funding - Restricted	0
Total DV Restricted State Funds	<u>0</u>
DV State Funds	177,847
DV OBRA Funds	0
Total DV Unrestricted State Funds	<u>177,847</u>
Total DV State Funds	<u>177,847</u>

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FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Developmental (DV) Services  
Northwestern Community Services

Funding Sources	Funds
<u>OTHER FUNDS</u>	
DV Workshop Sales	0
DV Other Funds	14,146
DV State Retained Earnings	0
DV State Retained Earnings - Regional Programs	0
DV Other Retained Earnings	0
Total DV Other Funds	14,146
<u>LOCAL MATCHING FUNDS</u>	
DV Local Government Appropriations	285,064
DV Philanthropic Cash Contributions	0
DV In-Kind Contributions	0
DV Local Interest Revenue	0
Total DV Local Matching Funds	285,064
Total DV Funds	2,686,316
<u>DV ONE-TIME FUNDS</u>	
DV One-Time State Funds	0
DV One-Time Restricted State Funds	0
Total DV One-Time Funds	0
TOTAL DV ALL FUNDS	2,686,316

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FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Substance Use Disorder (SUD) Services

Northwestern Community Services

<u>Funding Sources</u>	<u>Funds</u>
<u>FEES</u>	
SUD Medicaid Fees	1,043,615
SUD Fees: Other	101,024
Total SUD Fees	<u>1,144,639</u>
SUD Transfer Fees In/(Out)	0
Total Net SUD Fees	<u>1,144,639</u>
<u>FEDERAL FUNDS</u>	
SUD FBG Alcohol/Drug Treatment (93.959)	502,955
SUD FBG Recovery (93.959)	0
Total SUD FBG Alcohol/Drug Treatment Funds	<u>502,955</u>
SUD FBG Women (includes LINK at 6 CSBs) (93.959)	78,127
SUD FBG Prevention (93.959)	151,531
SUD Federal COVID Emergency Grant (93.665)	0
SUD Federal SBIRT Youth (93.243)	0
SUD Federal State & Local Fiscal Recovery Fund (21.027)	0
SUD Federal Opioid Response – Recovery (93.788)	0
SUD Federal Opioid Response – Treatment (93.788)	0
SUD Federal Opioid Response – Prevention (93.788)	0
Total SUD Federal Opioid Response Funds (93.788)	<u>0</u>
SUD Other Federal - DBHDS	0
SUD Other Federal - COVID Support	0
SUD Other Federal - CSB	0
Total SUD Federal Funds	<u>732,613</u>
<u>STATE FUNDS</u>	
<u>Regional Funds</u>	
SUD Facility Reinvestment (Fiscal Agent)	0
SUD Facility Reinvestment - Transfer In/(Out)	0
Total Net SUD Facility Reinvestment - Restricted	<u>0</u>
SUD Transfers from DBHDS Facilities (Fiscal Agent)	0
SUD Transfers from DBHDS Facilities - Transfer In/(Out)	0
Total Net SUD Transfers from DBHDS Facilities - Restricted	<u>0</u>
SUD Community Detoxification (Fiscal Agent)	0
SUD Community Detoxification - Transfer In/(Out)	19,000
Total Net SUD Community Detoxification - Restricted	<u>19,000</u>
SUD STEP-VA (Fiscal Agent)	0
SUD STEP-VA - Transfer In/(Out)	0
Total Net SUD STEP-VA - Restricted	<u>0</u>
Total Net SUD Regional State Funds	<u>19,000</u>

Report Date 7/27/2022

AF-9

FY2023 And FY2024 Community Services Performance Contract

FY2023 Exhibit A: Resources and Services

Substance Use Disorder (SUD) Services

Northwestern Community Services

<u>Funding Sources</u>	<u>Funds</u>
<u>Other State Funds</u>	
SUD Women (includes LINK at 4 CSBs) - Restricted	16,200
SUD MAT - Medically Assisted Treatment - Restricted	130,000
SUD Permanent Supportive Housing Women - Restricted	331,518
SUD SARPOS - Restricted	43,944
SUD Core Peer & Recovery - Restricted	130,425
Total SUD Restricted Other State Funds	<u>652,087</u>
SUD State Funds	1,069,683
SUD Region V Residential	0
SUD Jail Services/Juvenile Detention	0
SUD HIV/AIDS	0
Total SUD Unrestricted Other State Funds	<u>1,069,683</u>
Total SUD Other State Funds	<u>1,721,770</u>
Total SUD State Funds	<u>1,740,770</u>
<u>OTHER FUNDS</u>	
SUD Other Funds	85,083
SUD Federal Retained Earnings	0
SUD State Retained Earnings	0
SUD State Retained Earnings - Regional Programs	0
SUD Other Retained Earnings	0
Total SUD Other Funds	<u>85,083</u>
<u>LOCAL MATCHING FUNDS</u>	
SUD Local Government Appropriations	1,110,252
SUD Philanthropic Cash Contributions	0
SUD In-Kind Contributions	0
SUD Local Interest Revenue	0
Total SUD Local Matching Funds	<u>1,110,252</u>
Total SUD Funds	<u>4,813,357</u>
<u>SUD ONE-TIME FUNDS</u>	
SUD FBG Alcohol/Drug Treatment (93.959)	0
SUD FBG Women (includes LINK at 6 CSBs) (93.959)	0
SUD FBG Prevention (93.959)	0
SUD FBG Recovery (93.959)	0
SUD One-Time State Funds	0
SUD One-Time Restricted State Funds	0
Total SUD One-Time Funds	<u>0</u>
TOTAL SUD ALL FUNDS	<u>4,813,357</u>

Report Date 7/27/2022

AF-10

**FY2023 And FY2024 Community Services Performance Contract**  
**FY 2023 Exhibit A: Resources and Services**  
**Local Government Tax Appropriations**  
**Northwestern Community Services**

<b>City/County</b>	<b>Tax Appropriation</b>
Warren County	342,746
Page County	102,314
Shenandoah County	253,000
Clarke County	101,167
Frederick County	437,332
Winchester City	263,780
<b>Total Local Government Tax Funds:</b>	<b>1,500,339</b>

**Report Date 7/27/2022**

**AF-11**

**FY2023 And FY2024 Community Services Performance Contract**  
**FY2023 Exhibit A: Resources and Services**  
**Supplemental Information**  
**Reconciliation of Projected Resources and Core Services Costs by Program Area**

Northwestern Community Services

	MH Services	DV Services	SUD Services	Emergency Services	Ancillary Services	Total
Total All Funds (Page AF-1)	14,378,992	2,686,316	4,813,357			21,878,665
Cost for MH, DV, SUD, Emergency, and Ancillary Services	12,019,847	1,997,386	4,707,956	2,512,640	640,836	21,878,665
<b>Difference</b>	2,359,145	688,930	105,401	-2,512,640	-640,836	0

Difference results from

Other: 0

Explanation of Other in Table Above:



**FY2023 And FY2024 Community Services Performance Contract**  
**FY2023 Exhibit A: Resources and Services**  
**CSB 100 Mental Health Services**  
**Northwestern Community Services**

Report for Form 11

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
310 Outpatient Services	3.7 FTEs		\$1,107,622
312 Medical Services	20.02 FTEs		\$1,969,791
350 Assertive Community Treatment	10.7 FTEs		\$1,471,806
320 Case Management Services	48.4 FTEs		\$4,652,923
425 Mental Health Rehabilitation	90 Slots		\$1,135,261
521 Intensive Residential Services	7 Beds		\$660,420
581 Supportive Residential Services	5 FTEs		\$1,022,024
<b>Totals</b>			<b>\$12,019,847</b>

Form 11A: Pharmacy Medication Supports	Number of Consumers
803 Total Pharmacy Medication Supports Consumers	75

Report Date 7/27/2022

AP-1

**FY2023 And FY2024 Community Services Performance Contract**

**FY2023 Exhibit A: Resources and Services**

**CSB 200 Developmental Services**

**Northwestern Community Services**

Report for Form 21

<b>Core Services</b>	<b>Projected Service Capacity</b>	<b>Projected Numbers of Individuals Receiving Services</b>	<b>Projected Total Service Costs</b>
320 Case Management Services	20.1 FTEs		\$1,777,183
430 Sheltered Employment	9 Slots		\$27,988
581 Supportive Residential Services	2.1 FTEs		\$192,215
	<b>Totals</b>		<b>\$1,997,386</b>

Report Date 7/27/2022

AP-2

**FY2023 And FY2024 Community Services Performance Contract**  
**FY2023 Exhibit A: Resources and Services**  
**CSB 300 Substance Use Disorder Services**  
**Northwestern Community Services**

Report for Form 31

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
310 Outpatient Services	16.4 FTEs		\$1,782,977
313 Intensive Outpatient Services	3.8 FTEs		\$476,641
335 Medication Assisted Treatment Services	3 FTEs		\$945,849
320 Case Management Services	7.3 FTEs		\$450,122
521 Intensive Residential Services	0.2 Beds		\$85,607
581 Supportive Residential Services	1 FTEs		\$497,201
610 Prevention Services	2.1 FTEs		\$469,559
<b>Totals</b>			<b>\$4,707,956</b>

Report Date 7/27/2022

AP-3

**FY2023 And FY2024 Community Services Performance Contract**  
**FY2023 Exhibit A: Resources and Services**  
**CSB 400 Emergency and Ancillary Services**  
**Northwestern Community Services**

Report for Form 01

Core Services	Projected Service Capacity	Projected Numbers of Individuals Receiving Services	Projected Total Service Costs
100 Emergency Services	17.25 FTEs		\$2,512,640
390 Consumer Monitoring Services	1 FTEs		\$81,635
720 Assessment and Evaluation Services	9.3 FTEs		\$559,201
	<b>Totals</b>		<b>\$3,153,476</b>

Report Date 7/27/2022

AP-4

**FY2023 And FY2024 Community Services Performance Contract**

**Table 2: Board Management Salary Costs**

Name of CSB:	Northwestern Community Services		FY 2023		Tenure (yrs)
	Table 2a:	FY 2023 Beginning	Salary Range Ending	Budgeted Tot. Salary Cost	
Management Position Title					
Executive Director		\$154,547.00	\$164,984.00	\$164,330.00	7.00

**Table 2: Integrated Behavioral and Primary Health Care Questions**

1. Is the CSB participating in a partnership with a federally qualified health center, free clinic, or local health department to integrate the provision of behavioral health and primary health care?

Yes

2. If yes, who is the partner?

a federally qualified health center  
Name:

a free clinic  
Name: St Luke and Shenandoah County Free clinic

a local health department, or  
Name:

another organization  
Name: Shenandoah Pediatrics

3. Where is primary health (medical) care provided?

on-site in a CSB program,  
 on-site at the primary health care provider, or  
 another site --specify:

4. Where is behavioral health care provided?

on-site in a CSB program,  
 on-site at the primary health care provider, or  
 another site --specify:

Report Date 7/27/2022

AP-5



### Clarke County Board of Supervisors

Berryville Voting District Matthew E. Bass (540) 955-5175	Millwood Voting District Terri T. Catlett – Vice Chair (540) 837-2328	Russell Voting District Doug Lawrence (540) 955-2144
Buckmarsh Voting District David S. Weiss – Chair (540) 955-2151	White Post Voting District Bev B. McKay (540) 837-1331	County Administrator Chris Boies (540) 955-5175

#### Resolution of Recognition and Appreciation for Donald ‘Don’ Jackson 2022-16R

**WHEREAS**, after an esteemed twenty-one years of service to Clarke County, Donald ‘Don’ Jackson retired as the EMS Lieutenant on August 31, 2021; and

**WHEREAS** Mr. Jackson, at the request of the County Administrator, came out of retirement in October 2021 in order to serve as the Interim Director of Fire, EMS, & Emergency Management; and

**WHEREAS** he led the department honorably during the transition and improved the organization by increasing available training opportunities, successfully navigating the County’s budget process, overseeing the hiring and training of new employees, finding ways to support the volunteer companies, and improving overall morale in the department; and

**WHEREAS** he continues to prove his dedication to the fire and rescue community as a skillful and dynamic mentor, instructor, and manager; and

**WHEREAS** Clarke County was well-served during Mr. Jackson’s tenure as Interim Director of Fire, EMS, & Emergency Management;

**NOW, THEREFORE, BE IT RESOLVED** by the Clarke County Board of Supervisors that Donald ‘Don’ Jackson be recognized and congratulated for his service and dedication to all citizens of Clarke County.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the Clarke County Board of Supervisors assembled on the 20<sup>th</sup> day of September 2022.

ATTEST 2022-16R

\_\_\_\_\_  
Terri Catlett, Vice-Chair

[www.clarkecounty.gov](http://www.clarkecounty.gov)

101 Chalmers Court, Suite B  
Berryville, VA 22611

Telephone: [540] 955-5175

Vice-Chair Catlett read aloud the Resolution and thanked Mr. Jackson for serving as the Interim Director.

Don Jackson thanked the Board and staff for their support during his tenure.

Chris Boies introduced the new Director of Fire, EMS, and Emergency Management, Wayne Whetsell.

Wayne Whetsell thanked the Board for the opportunity, adding that he is excited and honored to serve Clarke County, proud to lead the well trained and multi-disciplined team here, aims to promote and support the Mission, Vision, and Values, and to maintain open lines of communication.

9) *Board of Supervisors Personnel Committee Items from September 12, 2022:*

A. Expiration of Term for Appointments Expiring through November 2022

2022-09-12 Summary: Following review, the Personnel Committee recommends the following:

- Appoint Christina Kraybill to the Economic Development Advisory Committee for a four-year term expiring December 31, 2025.
- Reappoint Van Armacost, Jr., to the Fire & EMS Commission for a one-year term expiring August 31, 2023.
- Reappoint Bryan Conrad to the Fire & EMS Commission for a one-year term expiring August 31, 2023.

2022-09-20 Action: Chris Boies reviewed the above summary.

- Christina Kraybill initially resigned when her term expired but is now able to serve in that role.
- Reappointments to the Fire & EMS Commission were recommended by Enders Fire Company and Boyce Fire Company, respectively.

**Supervisor McKay moved to accept the Personnel Committee recommendations as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

11) *Board of Supervisors Work Session Items from September 12, 2022*

Board of Supervisors Work Session Items  
Berryville/Clarke County Government Center, 2nd Floor  
101 Chalmers Court, Berryville, Virginia 22611  
September 12, 2022, 10:00 AM, Meeting Room AB

Board Members Present: David S. Weiss, Matthew E. Bass, Terri T. Catlett, Doug M. Lawrence, Beverly B. McKay

Board Members Absent: None

Officer / Staff Present: Brenda Bennett, Chris Boies, Cathy Kuehner, Brandon Stidham, Catherine Marsten

Others Present: Jay Arnold

Press Present: Mickey Powell, Winchester Star

2022-09-12 Summary: At 10:00 am Chairman Weiss called the meeting to order.

- A. Real Estate Reassessment: The Board heard a brief history of the real estate reassessment process. The Board discussed and reviewed its options to reassess real estate every four, five, or six years. By consensus, the Board agreed to reassess real estate at a five-year interval.
- B. Special Events Ordinance Review: The Board heard a summary of proposed amendments to Clarke County Code Chapter 57, Special Events, which were developed through input by a stakeholder group. There was a discussion on the acreage requirements for events, and the Board favored increasing the minimum acreage required for both medium and large events. By consensus, the Board agreed to move the proposed amendments forward for authorization of a public hearing at the next regular meeting.

At 10:53 am Chairman Weiss adjourned the meeting.

2022-09-20 Action: Chris Boies reviewed the above summary.

- If the Board adopts a resolution approving a five-year reassessment, the new values would be effective January 1, 2025.

Vice-Chair Catlett

- Clarified that money to pay for the reassessment has already been set aside, so the proposed resolution would only change the interval.
  - o Chris Boies affirmed, adding that staff is prepared to start the procurement process quickly if the Board so decides.

**Supervisor Bass moved to adopt a Resolution Approving a Five-Year Real Estate Reassessment (2022-17R) as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent





### Clarke County Board of Supervisors

Berryville Voting District Matthew E. Bass (540) 955-5175	Millwood Voting District Terri T. Catlett – Vice Chair (540) 837-2328	Russell Voting District Doug Lawrence (540) 955-2144
Buckmarsh Voting District David S. Weiss – Chair (540) 955-2151	White Post Voting District Bev B. McKay (540) 837-1331	County Administrator Chris Boies (540) 955-5175

#### Resolution Approving a Five-Year Real Estate Reassessment 2022-17R

**WHEREAS** §58.1-3252 of the Code of Virginia establishes a general requirement that counties conduct a general reassessment of taxable real estate every four years; but

**WHEREAS** §58.1-3252 states counties with a total population of 50,000 or less may elect by majority vote of its board of supervisors to conduct its general reassessment at either five-year or six-year intervals; and

**WHEREAS** the 2020 Census conducted by the United States Census Bureau shows the population of Clarke County to be 14,783; and

**WHEREAS**, on the regular four-year schedule, a reassessment would be conducted in time to be effective in 2024, but the Board of Supervisors finds the unsettled real estate market and considerable cost of conducting the reassessment warrants deferral of the expense, permitting the County to postpone expense in excess of \$200,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Clarke County Board Of Supervisors, pursuant to the Code of Virginia § 58.1-3252, hereby elects to conduct its next reassessment on a five-year cycle with the next reassessment activities becoming effective January 1, 2025.

**APPROVED AND ORDERED ENTERED** in the official records by the unanimous vote of the Clarke County Board of Supervisors assembled on the 20<sup>th</sup> day of September 2022.

ATTEST 2022-17R

\_\_\_\_\_  
Terri Catlett, Vice Chair

[www.clarkecounty.gov](http://www.clarkecounty.gov)

101 Chalmers Court, Suite B  
Berryville, VA 22611

Telephone: [540] 955-5175

2022-09-20 Action: Chris Boies continued reviewing the 2022-09-12 Summary:

- The Board may authorize a public hearing on the proposed amendments to the special events ordinance. The next available date for a public hearing is October 18, 2022.

Vice-Chair Catlett

- Offered the Board’s thanks to the work group and to staff for their efforts to provide clarity and improve the process.

**Supervisor McKay moved to set a public hearing on the proposed amendments to Clarke County Code Chapter 57 Special Events for October 18, 2022, at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

12) *Board of Supervisors Finance Committee Items from September 12, 2022*

- A. Clarke County Sheriff's Office FY23 Supplemental Appropriation Request: The Sheriff's Office has been awarded a Local Law Enforcement (LOLE) Grant in the amount of \$1,134, from the Virginia Department of Criminal Justice Services. The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. A portion of these JAG funds have been made available to the Clarke County Sheriff's Office. This grant does not require a local match. If approved, the funds will be used to purchase wearable safety light devices. The Sheriff's Office is requesting a supplemental appropriation of \$1,134 in order to accept and expend these grant funds.

2022-09-12 Summary: Following review, the Finance Committee recommends: "Be it resolved that the FY23 Clarke County Sheriff's Office budgeted expenditure and appropriation be increased \$1,134, and that revenue from the Commonwealth of Virginia Department of Criminal Justice Services be recognized in the same amount, for the purpose of accepting the Local Law Enforcement Block Grant funds."

2022-09-20 Action: Brenda Bennett reviewed the above summary.

- The wearable safety light devices attach to tactical vests and provide hands-free LED light. The device weighs about 3 oz, can strobe in different colors, and is visible for 5 miles.
- This grant does not require a local match.

**Supervisor McKay moved, be it resolved, that the FY23 Clarke County Sheriff's Office budgeted expenditure and appropriation be increased \$1,134, and that revenue from the Commonwealth of Virginia Department of Criminal Justice Services be**

**recognized in the same amount, for the purpose of accepting the Local Law Enforcement Block Grant funds. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Nay
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

B. Opioid Settlement Funds: There has been one distribution of the Opioid Settlement Funds received in the amount of \$5,082.94 and two additional settlement amounts totaling \$25,691.18 are expected in late September for a total distribution of \$30,774.12.

2022-09-12 Summary: The Finance Committee suggests appropriating the funds at this time and continuing to discuss the best use of the funds. Following review, the Finance Committee recommends: “Be it resolved that the FY23 operating fund budgeted expenditure and revenue appropriation be increased \$30,774.12 and that miscellaneous revenue in the same amount be recognized for the purpose of accepting the Opioid Settlement Funds.”

2022-09-20 Action: Brenda Bennett reviewed the above summary.

- These funds can only be used for approved purposes, which are outlined in the settlement agreement.
- The funds may be distributed over a period of eighteen years, but are largely front-loaded. The majority of the funds are anticipated within the next few years.
- One suggestion received is using the initial funds on a public education campaign aimed to provide households with information on resources available to those struggling with opioid addiction.
  - o Chris Boies clarified that the action before the Board today is only to appropriate the funds. Staff will be meeting with other agencies to discuss ways to utilize the settlement funds and will bring suggestions for the actual expenditure before the Finance Committee in the future.

**Supervisor Lawrence moved, be it resolved, that the FY23 operating fund budgeted expenditure and revenue appropriation be increased \$30,774.12 and that miscellaneous revenue in the same amount be recognized for the purpose of accepting the Opioid Settlement Funds. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
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Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

C. Clarke County School Division FY23 Supplemental Appropriation Requests:

The Clarke County School Board is requesting the following FY23 supplemental appropriations:

1. William and Mary - Project HOPE for Homeless Children and Youth (ARP funds) – CCPS was initially awarded \$5,339.29 to support homeless students. Additional federal funds received exceed the FY23 budgeted amount by \$432.53 for a total of \$5,771.82. Additional revenue and expenditure appropriation is requested in the amount of \$432.53.
2. Chesapeake Bay Water Shed Grant – The Division of Legislative Services-Chesapeake Bay Restoration Fund Advisory Committee awarded CCPS \$20,270 to support K-12 field trips/outdoor experiences and teacher professional development that focuses on learning about the Chesapeake Bay Watershed. Additional revenue and expense appropriation is requested in the amount of \$20,270.
3. Claude Moore Foundation Grant – The foundation awarded CCPS \$10,000 to support training of nurse aide students. Additional revenue and expenditure appropriation is requested in the amount of \$10,000.
4. VDOE/VDOE School Based Health Workforce Grant – CCPS was awarded \$77,964 to establish, train, and sustain our school health workforce. These are federal flow through funds received from the Virginia Dept. of Education. Additional revenue and expenditure appropriation is requested in the amount of \$77,964.
5. IDEA 611 Grant – The final allocation of the IDEA 611 grant for the 22-23 school year is \$18,237 higher than budgeted. The additional funds will assist in covering personnel costs. Additional revenue appropriation is requested in the amount of \$18,237.
6. IDEA 619 (Pre-K) Grant – The final allocation of the IDEA 619 grant for the 22-23 school year is \$879 higher than budgeted. The additional funds will assist in covering additional personnel costs currently paid by the grant. Additional revenue appropriation is requested in the amount of \$879.
7. Title IV Grant – The final allocation of Title IV grant funds for the 22-23 school year is higher than budgeted for FY23. The additional revenue in the amount of \$451.75 will cover expenses already budgeted in FY23. Additional revenue appropriation is requested in the amount of \$451.75.
8. USDA/VDOE Supply Chain Assistance Funds – \$34,597.63 in additional Food Service funds is being distributed to help address ongoing supply

chain disruptions, price fluctuations and labor shortages. The funds must be used to purchase unprocessed or minimally processed foods and will be used to cover currently budgeted expenses that qualify. Additional revenue appropriation for the Food Service Fund (207) is requested in the amount of \$34,597.63.

9. VDH Safe Reopening Grant – CCPS was awarded \$92,400 to support the safe reopening of schools, allowing recipients to purchase small items that improve air circulation. The School Division intends to use the funds to purchase Portable Air Purification Devices for each classroom. Additional revenue and expenditure appropriation for the Capital Projects fund is requested in the amount of \$92,400.

2022-09-12 Summary: Following review, the Finance Committee recommends that the Board authorize a public hearing for October 18, 2022 on the following:

“Be it resolved the CCPS FY23 Operating fund budgeted expenditure and revenue appropriation be increased \$108,666.53, and federal revenue in the amount of \$78,396.53, Commonwealth of Virginia revenue in the amount of \$20,270, and local revenue in the amount of \$10,000 be recognized, all for the purpose of receiving funds for the Project Hope for Homeless Children and Youth Grant, the Chesapeake Bay Water Shed Grant, the Claude Moore Foundation Grant, and the VDH/VDOE School Base Health Workforce Grant.”

“Be it resolved the CCPS FY23 operating revenue appropriation be increased \$19,567.75 and federal revenue in the same amount be recognized, all for the purpose of receiving additional revenue from the IDEA 611 grant, the IDEA 619 grant, and the Title IV grant.”

“Be it resolved the CCPS FY23 Food Service fund revenue appropriation be increase \$34,597.63 for the purpose of receiving federal revenue from the Supply Chain Assistance Funds.”

“Be it resolved the CCPS FY23 Capital Projects fund budgeted expenditure and revenue appropriation be increased \$92,400, and federal revenue in the same amount be recognized, all for the purpose of receiving the VDH Safe Reopening grant funds.”

2022-09-20 Action: Brenda Bennett reviewed the above summary.

- None of these requests require additional local funding, they are all for additional grant revenue that was not budgeted.

- A public hearing is required whenever the cumulative supplemental expenditure appropriations since the last public hearing exceed 1% of the total budget, which the School Board’s requests do.

Vice-Chair Catlett

- Reiterated that there is no additional local funding requested. All of these items are examples of Dr. Bishop pursuing outside funds for the Clarke County school system.

**Supervisor McKay moved to set a public hearing on the Clarke County School Board FY23 Supplemental Appropriation Requests for October 18, 2022, at 6:30 pm or as soon thereafter as the matter may be heard. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

D. CCPS FY23 Budget Transfer Request from Operating Fund to Capital Projects Fund: E-Rate revenue of \$35,000 was budgeted in Fund 205, the School Division’s operating account, for FY23. The associated expenses are correctly budgeted in Fund 302, the Capital Projects Fund. A transfer of \$35,000 from the School Operating Fund revenue budget to the School Capital Fund revenue budget is requested.

2022-09-12 Summary: Following review, the Finance Committee recommends: “Be it resolved that FY23 budgeted revenue be transferred from the CCPS Operating Fund to the CCPS Capital Projects fund, for the purpose of matching budgeted expenditure.”

2022-09-20 Action: Brenda Bennett reviewed the above summary.

- Historically, E-Rate revenue such as this has been received as part of the school division’s operating fund. This year however, the expenditures were budgeted in the Capital Projects fund instead, so this requested transfer would correct that.

**Supervisor McKay moved, be it resolved, that FY23 budgeted revenue be transferred from the CCPS Operating Fund to the CCPS Capital Projects fund, for the purpose of matching budgeted expenditure. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
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Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

E. Bills and Claims:

2022-09-12 Summary: Following review, the Finance Committee recommends approval of the August 2022 Invoice History Report.

2022-09-20 Action: Brenda Bennett reviewed the Finance Committee recommendation.

Supervisor Bass

- Questioned the number of pool refunds on the invoice report.
  - o Brenda Bennett responded that parks & recreation recently implemented a new system for registering and billing their programs, so they are reconciling their records and issuing outstanding refunds.

Supervisor Lawrence

- Inquired about recent generator issues and rentals.
  - o Chris Boies responded that the generator for the communications center went down for a day, so one needed to be rented. The generator at Springsbury is at the end of its serviceable life, so there is a temporary generator there currently; the county is not sure if a permanent generator will be required at that location.

**Supervisor Lawrence moved to accept the bills and claims as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

F. Standing Reports

1. Year to Date Budget Report
2. Reconciliation of Appropriations
3. Capital Projects Report

2022-09-20 Action: Information Only.

### 13) *Joint Administrative Services Board Update*

Brenda Bennett provided the following update:

- The JAS Board discussed providing an Employee Assistance Program, which is not included with the current insurance with Anthem, and decided an EAP was necessary. EAP benefits include counseling, legal consulting, financial consulting, identity theft recovery, and other resources.
- The JAS Board voted to use Anthem’s EAP offering, which will cover employees and covered dependents who are enrolled in the county’s health insurance plan. EAP access will begin October 1.
- JAS continues to work with Benefit Plan Administrators to reconcile credits and refunds.
- The annual on-site financial audit is scheduled to start October 31; the auditors have assured staff that they will have enough time to finish the audit in a timely manner.
- Staff has processed the bulk of all FY22 transactions and continues to work through the end-of-fiscal-year processes, which includes many annual reports and routine audits.

### 14) *Government Projects Update*

Chris Boies provided the following update:

- Brian Rosenberry is filling in for the Sheriff here today and we thank him for that.
- I would like to thank Catherine Marsten, Joey Braithwaite, Annabella Vega, and Barbara Bosserman for participating in the United Way Day of Caring last Friday. We worked at Heritage Day Care on Mosby Blvd in Berryville (they are a non-profit) and completed yardwork at FISH. Thousands of volunteers participated in projects across the Northern Shenandoah Valley that day.
- The courthouse green second open house will be at 6:30 on November 2. The consultants will be presenting the final draft design and seeking input from the public on the different design elements.
- The legislative lunch will be held on October 26 with our area delegates and senator. The Board will be discussing legislative priorities at the October work session and approving those priorities at the October regular meeting. We are still finalizing a location for that lunch.
- We wanted the Board to be aware that we are making this week the first payment to the regional commission for the broadband project. Per the signed agreement, we are paying 20%, or a little more than one million dollars. The regional commission will use these funds to process our share of



the payment requests from All Points Broadband. As previously noted, we will provide monthly updates once those funding requests are processed.

- Even though we are not discussing it until this evening, I want to thank Brandon for all of his work on the Comprehensive Plan update. He does tremendous work and the Comprehensive Plan does a great job of laying out our community’s desired future.

Supervisor McKay

- Offered, and Supervisor Bass reiterated, compliments to Brandon Stidham for his work on the Comprehensive Plan, adding that Mr. Stidham’s process of presenting and discussing scenarios was helpful and greatly appreciated by participants.

15) *Miscellaneous Items*

None presented.

16) *Summary of Required Actions*

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Coordinate meeting between VDOT and residents of Millwood regarding speeding and traffic study	Chris Boies
2.	Process approved minutes	Catherine Marsten
3.	Process appointments and update database	Catherine Marsten
4.	Process FY23 Northwestern Community Services Board Performance Contract	Chris Boies
5.	Execute reassessment resolution	Terri Catlett
6.	Process reassessment resolution	Catherine Marsten
7.	Advertise public hearing for special events ordinance and supplemental appropriation requests	Catherine Marsten
8.	Process approved budget requests	Brenda Bennett
9.	Process bills and claims	Brenda Bennett

17) *Board Member Committee Status Reports*

Supervisor Doug Lawrence

Board of Social Services

- Working to finalize the strategic plan.

Regional Jail Authority

- Has not met.

Berryville-Clarke County Joint Committee on Economic Development & Tourism

- Committee has not met. However, Mr. Lawrence recently received a tour of the Rockwool facility in Jefferson County. The facility was very clean and more than 90% of the facility's discharge is only moisture. They are burning only natural gas.

Supervisor Bev McKay

Northern Shenandoah Valley Regional Commission

- Sponsoring the Worlds of Work program, which allows area students who may not be interested in attending college to investigate viable career and/or trade school options.
- The broadband project is proceeding according to schedule.

Town of Boyce

- Discussing drainage issues with VDOT.

Clarke County Sanitary Authority

- Working on many necessary repairs, especially on lanes and roads that are not maintained.

Supervisor Matthew Bass

Board of Septic and Well Appeals

- Has not met, nothing to report.

Library Advisory Council

- Laurine Kennedy will be stepping down, but not immediately.

Clarke County Litter Committee

- Will meet this afternoon.

Planning Commission

- Set a public hearing for boundary line adjustment regulations.
- Recently approved a minor sub-division.

Josephine School Community Museum Board

- Nothing to report.

Legislative Updates

- Nothing to report.

Northwestern Regional Adult Drug Treatment Court Advisory Committee

- There is a new director of Northern Shenandoah Valley Substance Abuse Coalition.

Northwestern Regional Juvenile Detention Center Commission

- Nothing to report.

Sheriff's Office

- Sincere appreciation to the Board for implementing the Career Development Program.

Town of Berryville

- Discussions continue on proposed changes to the parade route.

Vice-Chair Terri Catlett

- Career and Technical Education
  - Will hold meeting in October.
- Clarke County Historic Preservation Commission
  - Historic Overlay District Demolition Criteria is set for public hearing this evening.
- Clarke County Humane Foundation
  - Starting the process to develop a strategic plan.
- Conservation Easement Authority
  - Will be holding an informational session for the public soon.
- Parks & Recreation Advisory Board
  - Will meet again in October.
- School Board
  - Meets next Monday, nothing to report.
- Community Policy & Management Team
  - Continues to discuss budget changes and on-going challenges.

At 2:31 pm Vice-Chair Catlett recessed the meeting.

At 6:30 pm Vice-Chair Catlett reconvened the meeting.

Supervisor Lawrence identified that he is participating remotely via telephone while traveling in his vehicle due to a scheduling conflict. No objections were raised.

18) *Citizen's Comment Period*

No persons appeared to address the Board.

19) *PH2022-15: TA22-03 Historic Overlay District Demolition Criteria*

Jeremy Camp presented the following:

- The proposed text amendment originated from the Historic Preservation Commission and does not change the procedure or requirements, but instead aims to set some guidelines and criteria for the applicant and the HPC to follow regarding demolitions within the Historic Overlay District.
- In May 2021, the Historic Preservation Commission reviewed other localities guidelines and criteria and presented the proposed text amendment to the Planning Commission.
- The Planning Commission approved the proposed text amendment unanimously, after holding a public hearing at which no citizens appeared.

- The proposed text amendment defines “demolition” and adds 8 new criteria to §6.2.5B-4 of the Zoning Ordinance, which deals with certificates of appropriateness within the Historic Overlay District only.
- Most notably, this proposed change requires the applicant to submit some information so that the HPC may evaluate the feasibility of rehabilitating or stabilizing the structure instead of demolition.

Supervisor McKay

- Inquired as to what areas of the county this would apply to.
  - Jeremy Camp responded that it would only apply to the Historic Overlay District, which includes only a small group of properties in the core areas of Millwood and the White Post village area. These are the only areas that require a certificate of appropriateness right now and that is not changing.

Vice-Chair Catlett

- Asked how the process for demolition within the Historic Overlay District would change.
  - Jeremy Camp answered that the process is the same. The proposed text amendment would add specific criteria and guidance, which is helpful for the HPC and the applicant.

Supervisor Bass

- Questioned if proposed criteria is consistent with what other localities have done in similar ordinances.
  - Jeremy Camp replied that they are consistent. The HPC looked at several other localities ordinances; some are more detailed and some are less.

Vice-Chair Catlett opened the public hearing at 6:36 pm.

No persons appeared to address the Board.

Vice-Chair Catlett closed the public hearing at 6:37 pm.

**Supervisor McKay moved to approve the proposed zoning ordinance text amendment TA22-03: Historic Overlay District Demolition Criteria as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Absent

20) PH2022-16: 2022 Clarke County Comprehensive Plan

Brandon Stidham presented the following:



## What is a Comprehensive Plan?

- A comprehensive plan is:
  - A long-range plan that captures the community's vision for the future
  - Establishes policies to aid the Board of Supervisors in making land use decisions and allocating funds for infrastructure
  - Projects resources needed to carry out the vision
  - Recommends tools and strategies to help make the future vision successful
- Code of Virginia requires every locality to adopt a comprehensive plan.
- First Clarke County Comprehensive Plan was adopted in 1974.
- The Towns of Berryville and Boyce maintain their own comprehensive plans.

## What is a Comprehensive Plan ?

- Code of Virginia requires the Planning Commission to prepare and the Board of Supervisors to adopt a Comprehensive Plan.
- Comprehensive plans must be formally evaluated at least once every five years to determine whether an update is needed.
- Current Plan underwent a cover-to-cover review in 2014:
  - Updated the goals, objectives, and policies
  - Revised outdated statistics and information
  - Added new guidance to address current issues

## What is a Comprehensive Plan?

- County's Comprehensive Plan:
  - Base plan document + several "implementing component plans"
- Implementing component plans are topic-specific plans that provide more detailed strategies than the general policies in the base Comprehensive Plan.
- Implementing component plans are also required to be reviewed at least once every five years.
- Guidance in the Comprehensive Plan informs the updates of the component plans.
- All but one component plan (Mountain Land Plan) has been reviewed and updated since the Comprehensive Plan was last updated in 2014.



## What is a Comprehensive Plan?

- Current implementing component plans include:
  - Agricultural Land Plan
  - Mountain Land Plan
  - Berryville Area Plan
  - Waterloo Area Plan
  - Double Tollgate Area Plan
  - Water Resources Plan
  - Historic Resources Plan
  - Transportation Plan
  - Capital Improvement Plan
  - Economic Development Strategic Plan (added in 2014)
  - Recreation Component Plan (added in 2015)
- Future component plan to be developed:
  - Village Plan (Millwood, White Post, Pine Grove)

## Comprehensive Plan vs. Zoning Ordinance

### Comprehensive Plan

- Long-range, forward-thinking
- Policies and strategies form recommended guidelines
- Provides narrative and statistics to support the need for policies
- Divides areas of the County into general planning areas
- Planning areas contain specific recommendations to guide development – can be modified as the County grows and changes

### Zoning Ordinance

- Tool to implement the Comp Plan's policies and strategies
- Rules and regulations – compulsory
- Applies to current use of land
- Each County parcel is assigned a specific zoning designation
- Zoning designations – or districts – contain specific rules regarding land use

## **Land Use Philosophy – “Guiding Principles”**

- Manage residential and business growth in designated areas where it can be supported by public infrastructure in a fiscally-responsible manner.
- Allow low-density residential growth in rural areas consistent with the County’s sliding-scale zoning system.
- Ensure the prosperity of agriculture by protecting farmland from development pressures and supporting the right to farm.
- Develop and refine strategies and regulatory approaches to account for the challenges of developing in County’s karst terrain and potential for groundwater contamination.

## **Land Use Philosophy – “Guiding Principles”**

- Recognize that the County’s mountain areas and the Shenandoah River have different ecosystems from the valley requiring different planning and regulatory approaches to preserve the natural beauty and ecology of these areas.
- Protect the County’s unique natural, historical, and cultural resources.
- Encourage compatible business activity to broaden the tax base, particularly businesses related to agriculture.



## Review Process

- **January 2019** – Commission adopted resolution to initiate review of the 2013 Comprehensive Plan:
  - Evaluate the current Goals, Objectives, and Strategies for relevance and consistency with recent Implementing Component Plan updates. Consider adding or revising language to address any new County priorities such as broadband internet access for residents and businesses.
  - Update demographics and statistical information that have changed since 2013 and for which new data is currently available.
  - Determine whether to incorporate data or other information from the Cost of Community Services Study.
  - Update Implementing Component Plan descriptions in Chapter III to reflect recent updates of these Plans.
  - Evaluate whether to conduct a comprehensive review and update of the Mountain Land Plan and, if so, develop objectives and strategies that will inform the update process.
  - Determine whether to retain reference to the Capital Improvement Plan as an Implementing Component Plan and make changes to the applicable objectives and strategies as necessary.

## Review Process

- Project was delayed by the COVID pandemic and work to complete the Zoning & Subdivision Ordinance update project.
- Planning Commission’s Comprehensive Plan Committee worked from June 2020 through January 2021 and from October 2021 through April 2022 to develop the draft Plan.
- Planning Commission first reviewed the draft Plan in May 2022 and held a public hearing on July 29.
- Commission voted to recommend adoption of the draft 2022 Comprehensive Plan at their July 1 Business Meeting.
- Board of Supervisors first reviewed the draft Plan on July 11 and requested minor edits. A revised draft was reviewed by the Board at the Board’s August 16 meeting and public hearing was scheduled for September 20.

## Summary of 2022 Changes

- **Generally:**
  - **Updated factual and statistical information in Chapter I including available data from the 2020 Census**
  - **Evaluated wording of Goals, Objectives, and Strategies in Chapter II:**
    - Clarify, strengthen, and make more consistent where necessary
    - Add/modify to address current issues facing the County
  - **Added new and refined existing content to make more user-friendly and to support the Plan's recommendations.**

## Summary of 2022 Changes

- **Significant changes:**
  - **New concepts of emphasis:**
    - Significant degradation of natural resources
    - Impact of establishing precedent in decision-making
  - **Agribusiness and agritourism policies**
  - **Amended guidance regarding future development of the Double Tollgate area**
  - **Removal of implementing component plan status and potential consolidation of component plans**

## Significant Degradation of Natural Resources

- Defined in new Goal #6:
  - *“Significant degradation” is a measurable negative reduction in the quality or quantity of a natural resource.*
- Recommend establishing County metrics to determine when a proposed use, activity, or project may have a negative impact on adjacent/nearby resources.
- Natural resources include but are not limited to groundwater, surface water, Karst topography, soil, air, viewsheds, night sky, sound, wildlife habitats, and fragile ecosystems.
- Language is added to several policies in Chapter II to recommend developing/using these metrics in decision-making.

## Impact of Establishing Precedent in Decision-making

- New Goal #7:
  - *Understand that policy decisions are precedent-setting and ensure that all such decisions are carefully and thoughtfully examined to determine their consistency with the Comprehensive Plan, the implementing component plans, and with the County’s land use philosophy.*
- Promotes awareness that every decision on development applications, infrastructure projects, and other County initiatives can establish a precedent – potentially limiting how future similar decisions can be made.
- Following the Comprehensive Plan’s and component plans’ recommendations and the County’s land use philosophy will help mitigate decisions that create negative or inconsistent precedents.



## Agribusiness and Agritourism

- Form and scale of agricultural businesses have changed since 2014
- New policies under Objective 1 (Agriculture)
- Encourage agribusinesses that:
  - Are compatible with surrounding agricultural uses
  - Do not pose a threat to health, safety and welfare
  - Further the goal of preserving farmland, open space, and the County's scenic beauty and historic resources
  - Do not result in significant degradation of natural resources
- Encourage agritourism as a means of facilitating onsite sale of farm products and promoting agricultural education and appreciation
- Agritourism activities shall be incidental to and supportive of the primary agricultural use on the property – activities that exceed this shall either be prohibited or approved by other governing body action (e.g., special use permit)

## Double Tollgate Area Recommendations

- Double Tollgate is currently a “deferred growth area,” status was amended with the 2013 update to reflect slower than projected development patterns.
- Changes in ownership/development of State-owned properties to southeast (former “Camp 7” correctional facility) and opportunities to obtain public water and public sewer from Frederick County have occurred.
- Recommendations in Objective 9 (Designated Growth Areas for Development) are significantly amended to:
  - Remove the deferred growth area status and to plan for future development served by public water and public sewer
  - Ensure that the Double Tollgate Area Plan is updated to evaluate future inclusion of the State-owned properties and the County's ability to serve the area effectively with public infrastructure

## Removal of Implementing Component Plan Status

- Capital Improvement Plan (CIP)
  - Evaluated on an annual basis by the Planning Commission and Board of Supervisors
  - Objective 11 provides guidance in developing the annual CIP
- Economic Development Strategic Plan
  - Originally adopted in 2014 with strategies to grow the County's economic development program
  - Standalone economic development program is established and managed by full-time director
  - Strategic Plan requires more frequent updates than once every five years to be effective
  - Objective 10 provides guidance to ensure that the economic development program is consistent with the Comprehensive Plan

## Consolidation of Component Plans

### Agricultural Land Plan and Mountain Land Plan

- Agricultural Land Plan review was initiated by the Commission in February 2022.
- Mountain Land Plan was last updated in June 2005 and is considered to be fully implemented.
- Chapter III recommends considering consolidating both component plans into a single plan for the County's rural, unincorporated areas.
- Both areas share common issues – plan can be structured to evaluate and provide recommendations on these issues while also addressing issues and impacts unique to the mountain and valley areas.

## **Additional Changes**

- Revamped language in the Introduction section and Chapter III describing the implementing component plans to avoid potential conflicts/confusion regarding each plan's recommendations
- Moved current Objective 13 (Citizen Participation in the Planning Process) to the Introduction section and rewritten in a narrative format
- New section to describe the "Scope of the Current Plan Revision"
- New section in Chapter I to describe the public infrastructure and services provided by the County and towns
- New Objective 13 to facilitate County-wide expansion of broadband internet access
- New section in Chapter III to recognize other County plans and studies, importance of ensuring that they are consistent with the Comprehensive Plan and County land use philosophy

## **Next Steps**

- The Board will conduct a public hearing this evening.
- Following the public hearing, the Board will consider final action to adopt the draft 2022 Clarke County Comprehensive Plan.



## Conclusion

*“The Comprehensive Plan is a document first and foremost for the citizens of Clarke County. It is designed to protect and enhance the quality of life and sense of community valued by the people who have chosen to live and work here.”*

Vice-Chair Catlett opened the public hearing at 6:57 pm.

### Ryan Tibbens

I am a resident of Stuart Court in Berryville, I currently serve on the Berryville Planning Commission and I am running in the November election to represent Ward 4 on the Berryville Town Council.

Tonight I would like to suggest that the Clarke County Comprehensive Plan be amended, prior to adoption, so that it includes additional information and guidance regarding the completion of our southeastern collector route on Jack Enders Blvd and the possible expansion of the business park.

Discussion of extending Jack Enders dates back to at least 1992. In 2019, the Clarke County Planning Commission adopted a five-year review resolution that suggests officials evaluate whether to include new priority projects, including the Town of Berryville’s proposed southeastern collector road, that may involve the extension of Jack Enders Blvd to US-340.

In 2020, the Town and the County worked together to commission a \$50,000 southeastern collector transportation study, which is a project that resulted in a 112 page report that offered four possible plans for extending the road and expanding the business park. Costs were estimated between \$5.8 and \$9.6 million at that time, which would likely be higher now, due to inflation of construction costs. However, it is generally agreed-upon that if any action would be taken, then most of those costs would be paid by a future developer in that business park.

In 2021, the Berryville Area Development Authority adopted a five-year review resolution that also includes mention of the southeastern collector study. While we do not know what the future holds, we do know that a strong industrial/commercial base helps to offset the cost of services our friends and neighbors expect and deserve. The Comprehensive Plan under review tonight only mentions the southeastern collector road twice. Both instances are just in reference to the previous review resolutions from the Planning Commission and the Berryville Area Development Authority. That means that tonight's draft of the new Comprehensive Plan includes no guidance or goals related to Jack Enders Blvd. I am not arguing that we must expand the business park or extend the road. However, since the Comprehensive Plan updates only occur every five to ten years, I think it is vital that we address this possibility now. I believe that future expansion or road extension could be important to our town and county as a means to provide good jobs, improve our tax base, and reduce commercial traffic through downtown. We have invested \$50,000 in a traffic study. To ignore it in the new Comprehensive Plan feels shortsighted.

On the Berryville Planning Commission, we discussed this topic several times and it will be addressed in the upcoming revision to the Berryville Comprehensive Plan. I would love to see more commonality between the Town and County's plans on this topic. Comprehensive Plans are among the most important documents in local government. Given the possible benefits of someday extending Jack Enders Blvd or possibly expanding the business park, this project should be given the attention it deserves and at least have some guidance available in this document for the next five to ten years. Thank you for your time.

Vice-Chair Catlett closed the public hearing at 7:00 pm.

#### Supervisor Bass

- Advised, and Supervisor McKay affirmed, that the plan has been thoroughly scrutinized and that he was very impressed with the depth at which topics had been discussed and explained, as well as the level of attention paid to details and wordsmithing.

#### Vice-Chair Catlett

- Offered that the Comprehensive Plan is of the utmost importance and praised Planning Commission members and staff for their efforts.

**Supervisor Bass moved to approve the 2022 Clarke County Comprehensive Plan as presented. The motion carried by the following vote:**

Matthew E. Bass	-	Aye
Terri T. Catlett	-	Aye
Doug M. Lawrence	-	Aye



Beverly B. McKay - Aye  
David S. Weiss - Absent

21) *Adjournment*

Vice-Chair Catlett adjourned the meeting at 7:03 pm.

22) *Next Regular Meeting Date*

The next regular meeting of the Board of Supervisors is set for Tuesday, October 18, 2022, at 1:00 pm in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: September 20, 2022

\_\_\_\_\_  
Terri T. Catlett, Vice-Chair

\_\_\_\_\_  
Chris Boies, County Administrator

\_\_\_\_\_  
Recorded and Transcribed by Catherine D. Marsten